

DD/A REGISTRY

FILE: Personnel

DD/A 79-3568

15 November 1979

MEMORANDUM FOR: Director of Communications
 Director of Data Processing
 Director of Finance
 Director of Logistics
 Director of Medical Services
 Director of Personnel
 Director of Security
 Director of Training
 Chief, Information Services Staff

STAT FROM :
 Career Management Officer, DDA

SUBJECT : Requirements for Summer Employees in 1980

1. It is requested that you forward to this office by 7 December your list of "Summer Only" requirements for the Summer of 1980.

2. Please bear in mind that the purpose of the Summer Employment Program is to provide assistance to components to help reduce backlogged work requirements and to assist in projects of a temporary nature. It is not intended to provide clerical assistance to perform work normally accomplished by our full-time clerical work force. Operating Officials as well as supervisors are responsible for ensuring that summer employees are fully utilized. We would like to emphasize the need to carefully organize the work projects. This would greatly assist us in striving to make the program a success. When determining your requirements, please remember that although only a few of the participating summer employees will be qualified typists, many of them will have limited typing skills.

3. We will ask at a later time for you to submit specific information and more detailed job descriptions concerning your requirements for summer employees.

STAT 4. If you have any questions regarding the "Summer Only" program, please call .

Distribution:

- 1 - Ea Addressee
- ① - DDA subj
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